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TAB B

PARTIAL LIST OF TASKS

NOW UNDERWAY OR TO BE UNDERTAKEN IN THE NEAR FUTURE

1. Implementation of suggestions on administrative procedures throughout Agency including in all probability assistance in the development of appropriate administrative procedures manuals.
2. Revision of procedures for OSO requirements and reports (all divisions).
3. Assist OPC and OSO with organizational problems created by the merger now in progress.
4. Serving on committees and performing certain segments of work in connection with new accounting and reports procedures.
5. Completion in cooperation with the Procurement Office of the Procurement and Supply Manual.
6. Internal reorganization of OSI and revision of methods and procedures.
7. Development and installation of work simplification programs through constructive studies of all organizational elements. This program will be tailored to the needs of each office, as reflected by O&M surveys. Emphasis will be placed on assisting operators to correct internal faulty procedures and poor personnel utilization.
8. Development of more meaningful CIA Regulations, including in order to eliminate duplications and inconsistencies which now exist.
9. Installation of a forceful and effective CIA Management Improvement Program.
10. Study of organizational relationships between Headquarters and field elements of CIA and recommendations relative thereto.
11. Assist in the establishment of and/or improvement of foreign field administration.

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